B. REIMBURSING CHILD CARE

WORKER RESPONSIBILITIES

A consumer may incur child care expenses while waiting for an authorization to be approved. If a consumer requests reimbursement for child care expenses:

1.   Determine whether the consumer meets all WCCC eligibility criteria;

2.   Verify attendance of the children in care for the time period for which the consumer is requesting reimbursement;

3.   Verify amounts paid to the provider for the months the consumer is requesting reimbursement;

4.   Compute the copayment amount for each of the months in question;

5.   Determine the monthly DSHS maximum payment rate;

NOTE: Remember, the amount the department will reimburse and/or pay retroactively is the DSHS maximum or the provider's usual rate, whichever is less.

6.   Compare the DSHS maximum rate with the total paid by the consumer and any remaining balance owed to the provider;

7.   Disallow any amount paid or expected to be paid by a third party;

8.   Total the amount owed for all months, which equals the amount to be reimbursed to the consumer and/or paid retroactively to the provider;

9.   Subtract the copayment amount for each month from what the department owes the provider and/or the consumer; and

10.   Inform the consumer of the copayment amount for each month by completing and sending the DSHS 7-066(X) ("WCCC Award / Change Letter").

11.   Use SSPS Code 2964 ("WCCC Reimbursement") to reimburse the **consumer**;

12. Use the appropriate SSPS service code (full- or half-day), found in Appendix H of the SSPS manual, to reimburse or make retroactive payment to the **provider**.

EXAMPLE 1

Sarah incurred one month's full-day, full-time child care expenses at the provider's usual rate of $30 per day or $660 per month. The department maximum, based on the age of the child and type and location of care, is $24 per day or $528 per month. With help from her family, Sarah paid the entire amount herself. Based on her income, her copayment would have been $10.00 per month. The DSHS reimbursement to the consumer is calculated as follows:

$528	Maximum to be reimbursed and/or paid retroactively
- $10	Sarah's copayment obligation
$518	DSHS reimbursement to the consumer
Authorize the reimbursement on the SSPS authorization (DSHS 14-154) with the parent listed as the Provider and Payee.	

Auth. #1	Line 1	02964	$518.00/EA	01	$518.00

EXAMPLE 2

Same as example #1, except Sarah paid $200.00 and owes the remaining balance of $460 to the provider:

$528	Maximum to be reimbursed and/or paid retroactively
-$ 10	Sarah's copayment obligation
$518	
$518	
- $460	DSHS retroactive payment to the provider (Auth #2)
$ 58	DSHS reimbursement to the consumer (Auth#1)

Auth #1	Line 1	02964	$58.00/EA	01	$58.00
Auth #2	Line 1	02951	$20.90/DA	22	$459.80